

# SIGN PERMIT

1) PERMIT NUMBER: \_\_\_\_\_

2) APPROVED BY: \_\_\_\_\_

3) APPLICANT: \_\_\_\_\_

4) TELEPHONE NUMBER: \_\_\_\_\_

5) LOCATION: \_\_\_\_\_

6) TAX MAP NUMBER: \_\_\_\_\_

7) MINIMUM YARD REQUIREMENTS (SETBACKS):

PRIMARY: Front \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

SECONDARY: Front \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

8) TYPE OF SIGN: \_\_\_\_\_

9) SIGN REQUIREMENTS: \_\_\_\_\_

10) CONDITIONS: \_\_\_\_\_

11) SIGNATURE OF APPLICANT                      ADDRESS                      STATE      ZIP      DATE

Sign permit fee is \$0.50 per square foot of sign; minimum of \$50.00

## **INSTRUCTIONS FOR COMPLETING SIGN PERMIT FORM**

**ITEM 1:** PERMIT NUMBER WILL BE ASSIGNED BY TOWN HALL.

**ITEM 2:** APPROVED BY WILL BE SIGNED BY TOWN HALL.

**ITEM 3:** PRINT APPLICANTS NAME.

**ITEM 4:** PRINT TELEPHONE NUMBER APPLICANT CAN BE REACHED DURING NORMAL BUSINESS HOURS.

**ITEM 5:** ENTER THE ADDRESS WHERE SIGN WILL BE PLACED.

**ITEM 6:** ENTER TAX MAP NUMBER WHERE SIGN WILL BE PLACED.

**ITEM 7 & 8:** MINIMUM SETBACK REQUIREMENTS WILL BE COMPLETED BY TOWN HALL.

**ITEM 9:** ENTER THE TYPE OF SIGN TO BE CONSTRUCTED.

**ITEM 10:** SIGN REQUIREMENTS WILL BE COMPLETED BY TOWN HALL.

**ITEM 11:** CONDITIONS (IF APPLICABLE) WILL BE COMPLETED BY TOWN HALL

**ITEM 12:** SIGN FORM, COMPLETE MAILING ADDRESS AND DATE.

**THE PERMIT FEE MUST BE ENCLOSED WITH FORM  
THE FORM MUST BE FILLED OUT IN ITS ENTIRETY  
THE SIGNED ORIGINAL FORM MUST BE RETURNED TO**

**THE TOWN OF SUMMERTON**

**Permits**

**PO BOX 279**

**SUMMERTON, SC 29148**